Department of the Army Headquarters, U.S. Joint Munitions Command 1 Rock Island Arsenal Rock Island, IL 61299-6000 JMC Regulation 715-7

MAY 1 4 2007

Facility Use at JMC Installations

Commanding General's Policy for Third Party Facility Use Agreements

<u>Applicability.</u> This regulation applies to all Joint Munitions Command (JMC) organizations.

Decentralized printing. Local reproduction of this regulation is authorized.

Supplementation. Supplementation of this regulation is authorized.

<u>Proponent.</u> The proponent is the Armament Retooling Manufacturing Support Division. Users may send comments/recommendations to HQ JMC (AMSJM-ISA), 1 Rock Island Arsenal, Rock Island, IL 61299-6000, e-mail <u>ROCK-AMSJM-ISA@conus.army.mil</u>.

<u>Distribution.</u> Approved for electronic distribution from the JMC Pubs Web page: http://www.jmc.army.mil/jmc%5Freeman/listings.aspx?p=7&t=Publications&f=2.

Supersession notice. None.

FOR THE COMMANDER:

ALAN D. BRAITHWAITE

Colonel, US Army Chief of Staff

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<u>Purpose.</u> Provide guidance and procedures for preparing, submitting and approving 3rd party requests to use Government-Owned/Contractor-Operated (GOCO) facilities, the responsibilities of each organization, and the timelines necessary to execute the process. This policy governs the review and approval process for 3rd party work at JMC facilities.

References.

- a. FAR -- Part 45 Government Property
- b. 3rd Party Facility Use Procedures
- c. 3rd Party Facility Use Mandatory Checklist
- d. 3rd Party Proposal Mandatory Safety Checklist
- 2. <u>Abbreviations and Terms</u>. Terms are listed below and abbreviations are in the Glossary.

a. Terms.

- (1) <u>Third (3rd) Party Work</u>. Work being performed by the Ammunition GOCO Facility Use Contractor or subcontractor that was not awarded against the GOCO production contract.
- (2) <u>Blanket Use Agreement</u>. Agreement that is approved in advance, by the Government, to permit the manufacture of specific Department of Defense munitions products. Blanket Use Agreements were created to provide expedited authority to use a GOCO facility, for 3rd Party DOD work for products currently or previously produced at the facility.

3. Policies.

- a. It is the Army's policy, as sound stewards of Government Resources, to encourage the use of Government-owned facilities. The encouragement of 3rd party facility use agreements to use Government facilities supports this policy and the improved facility utilization reduces their overall operating costs. However, third party use cannot impact the production of munitions directly awarded to the facility. The requests must be complete, their processing must be done expeditiously, and the decisions must be properly documented.
- b. The approval process time for a 3rd party request (measured from the request receipt by the Plant Commander/Administrative Contracting Officer (ACO) and HQ JMC to a returned decision to the requester) is 10 work days unless specific exception is granted by HQ JMC due to mitigating circumstances that are considered on a specific/individual basis.
- c. The GOCO Procuring Contract Officer (PCO) grants blanket Use Agreement authority. The Plant Commander/ACO and/or Contracting Officer's Representative (COR) can approve proposals for items identified on the Blanket Use Agreement. The objective time to process a request that is covered by a Blanket Use Agreement is four work days.

- d. The 3rd party facility use agreements (to include Blanket Use Agreements) are subject to the following specific key conditions.
 - (1) The agreement specifically states the products to which the agreements apply.
 - (2) All work is performed on a non-interference basis with other DOD work.
- (3) The Plant Commander/ACO retains overall responsibility for the use of Government-owned buildings and equipment. In matters concerning safety, security/force protection, and environmental compliance, the Plant Commander/ACO is authorized to alter or terminate their approval to use the buildings and equipment.
- (4) Specific submission instructions apply and information is to be provided such as safety, environmental considerations and Government property to be used. Other administrative information is to be provided such as Agreement Number, End Item Program, DOD Prime Contract Number and Subcontractor name and Point of Contact (POC).
- (5) The agreement does not provide for indemnification under PL 85-804. Indemnification must be requested separately.
- (6) The agreement or Blanket Use Agreement allow for termination of the agreement without effect on other commitments made by the Facility Use Contractor under the agreement.
- (7) The agreement requires specific DOD and Army security regulations to be applied to production of sensitive items.
- (8) The agreement will incorporate Facility Use Contract requirements, including a requirement to incorporate Government safety requirements in any third party subcontracts.

4. Responsibilities.

- a. The Facility Use Contractor will:
- (1) Prepare and submit a Request for the Use of Facilities (RUF). The RUF should consist of all completed documentation for 3rd party use to include a copy of most recent Environmental Condition of Property (ECP), appropriate National Environmental Policy Act (NEPA) documentation, 3rd Party Proposal Mandatory Safety Checklist (Appendix B), 3rd Party Facility Use Mandatory Checklist (Appendix C), property documents and other pertinent technical information. Follow the procedures in Appendix A and retain responsibility for the procedures and policy as applicable.
- (2) Support the Plant Commander/ACO as needed to provide additional information necessary to promptly process the request.

- b. The Plant Commander/ACO will:
 - (1) Follow the procedures in Appendix A as applicable
- (2) Review the proposal in its entirety and ensure that all required information is accurate and complete. Manage/track the processing of the request.
- (3) Make a timely recommendation on the proposal based on the criteria listed in the 3rd Party Facility Use Mandatory Checklist within four work days and forward the documentation/recommendation to the HO ARMS Division.
- (4) If the proposal is covered under a Blanket Use Agreement, the Plant Commander/ACO will forward the approval to the GOCO PCO, HQ ARMS Division and the Facility Use Contractor.
 - c. The HQ ARMS Division will:
- (1) Review the proposal and provide oversight of the approval process for the HQ. Monitor/track the request from the Plant Commander/ACO receipt to GOCO PCO approval/disapproval. Ensure performance metrics are met.
 - (2) Serve as JMC advocate for the process.
- (3) Receive/compite responses from all functional reviews. Convene the Overarching Integrated Process Team (OIPT) if necessary.
 - (4) Prepare the correspondence for the GOCO PCO.
 - d. The HQ Matrix Review Subject Matter Experts (SMEs) will:
 - Follow the procedures and timelines in Appendix A.
- (2) Review the proposal in accordance with their functional expertise and review of Plant Commander/ACO comments pertaining to the proposal. The HQ matrix reviewers include SMEs from Safety, Installation Advocate, Property, Environmental, Security/Force Protection, Legal, Industrial Preparedness (IP), (QA and Commodity Team when applicable).
 - (3) Determine if the proposal is suitable for the Army Ammunition Facility.
 - (4) Provide concurrence/nonconcurrence to HQ ARMS Division.
 - e. The OIPT will:
- (1) Include the Munitions and Logistics Readiness Center (MLRC) Deputy; Office of Counsel; Director, MLRC Industrial Support Directorate; Deputy, Principal Assistant Responsible for Contracting (PARC) and PM Joint Services Industrial Base Chief.

- (2) Review HQ Matrix SME nonconcurrences when requested by the GOCO PCO and/or HQ ARMS Division.
 - (3) Make a decision on the nonconcurrence.
 - (4) Inform GOCO PCO and/or HQ ARMS Division of their guidance.
 - f. The GOCO PCO will:
 - (1) Participate in the HQ Matrix Review.
- (2) Provide signed approval/disapproval to HQ ARMS Division for distribution to Facility Contractor and Plant Commander/ACO.
 - (3) If applicable, update the Blanket Authority with new requirement.
- 5. Procedures. See Appendix A (procedure and process map).

GLOSSARY

AAP Army Ammunition Plant

ACO Administrative Contracting Officer

ARMS Armament Retooling and Manufacturing Support

COR Contracting Officer's Representative

ECP Environmental Condition of Property

GOCO Government-Owned/Contractor-Operated

JMC Joint Munitions Command

MLRC Munitions and Logistics Readiness Center

NEPA National Environmental Policy Act

OIPT Overarching Integrated Process Team

PARC Principal Assistant Responsible for Contracting

PCO Procuring Contracting Officer

QA Quality Assurance

RUF Request for the Use of Facilities

SME Subject Matter Expert

SOW Statement of Work

Appendix A 3rd Party Facility Use Procedures

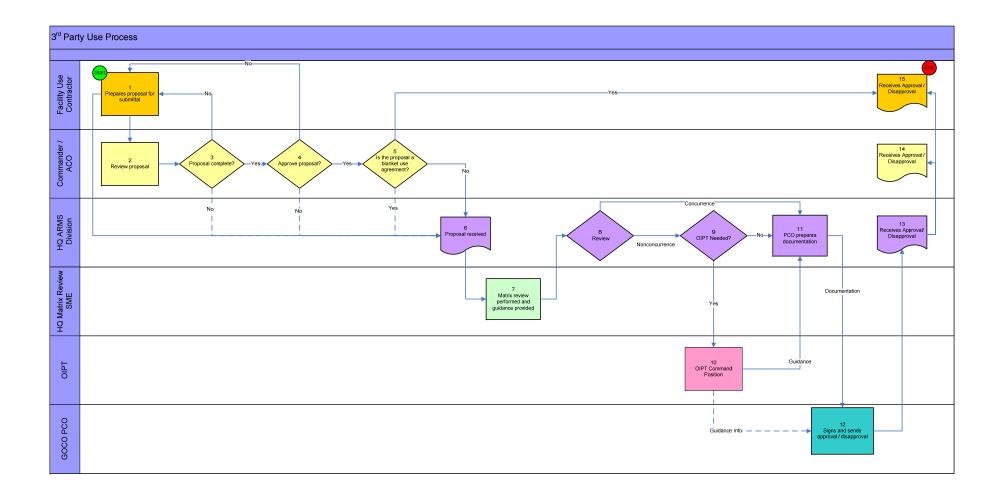
Forward

This document sets forth the 3rd Party Processes of the Joint Munitions Command, US Army. The primary intent of the 3rd party facility use is the reutilization of GOCO facilities, which in turn, reduces the Government's costs for maintaining the facility and supports the Army's mission. This reutilization permits the facility use contractors to conduct work for 3rd party customers using Government assets at the Army Ammunition Plants (AAPs). This procedure governs the review and approval process for 3rd party facility use.

Note: The numerical identification of the following steps coincides with the 3rd Party Use flow chart. Also, the following gives a guideline of the maximum number of work days to complete each step of the following procedure.

- (1) <u>Facility Use Contractor</u>. Submits the necessary documentation as part of the 3rd party proposal. This proposal includes a Request for Use of Facilities, 3rd Party Facility Use Mandatory Checklist, Environmental Condition of Property (ECP), appropriate NEPA documentation, 3rd Party Proposal Mandatory Safety Checklist, property documents, technical information, etc. The proposal is submitted simultaneously to the Plant Commander/ACO (see step 2) and the HQ ARMS Division (see step 6).
- (2) <u>Plant Commander/ACO and facility SMEs</u>. Review the proposal and supporting documents to determine if the proposal is complete.
- (3) <u>Plant Commander/ACO</u>. Determines if the proposal is complete. If the proposal is complete, the Plant Commander/ACO will determine if the proposal should be approved (see step 4). If the proposal is incomplete, Plant Commander/ACO will return the proposal to the Facility Use Contractor with comments as to what data is incomplete (see step 1).
- (4) <u>Plant Commander/ACO</u>. Reviews the proposal and supporting documents and ensures the proposal is reviewed by facility SMEs: Safety, Property, Contracting, Security/Force Protection, and any other technical experts as deemed necessary (QA staff, etc). **Note:** This review and approval process is identical for First Time Production, Recurring Production, and R&D work. The Plant Commander/ACO recommends if the proposal should be approved or disapproved. The Plant Commander/ACO provides comments for review and discussion to the Facility Use Contractor to address any issues if they do not concur with the proposal (see step 1). If the Plant Commander/ACO concurs with the proposal, he/she will determine if the proposal falls under the Blanket Use Agreement, if present (see step 5).
- (5) <u>Plant Commander/ACO</u>. Sends the approval/disapproval of the proposal to the Facility Use Contractor if it is under a Blanket Use Agreement (see step 13) while concurrently notifying the HQ ARMS Division (see step 6). If the proposal is not under a Blanket Use Agreement, the facility review results are sent to the HQ ARMS Division for HQ review. Note: Steps 3-5 should not exceed four work days.

- (6) <u>HQ ARMS Division</u>. Receives the proposal and forwards it to all of the HQ Matrix Review SMEs and coordinates/compiles the responses. Note: Step 6 should not exceed one work day.
- (7) <u>HQ Matrix Review SMEs</u>. Responsible for the review (in accordance with their functional expertise) of the proposal and the review of comments from the Plant Commander/ACO. The functional reviewers include: Safety, Installation Advocacy, Property, Environmental, Security/Force Protection, Legal, Industrial Base (QA and Commodity Team, where appropriate).
- (8) <u>HQ Matrix Review SMEs</u>. Review the proposal. Their concurrence/nonconcurrence is forwarded to the HQ ARMS Division. If there are any nonconcurrences by the HQ Matrix Review SMEs, the GOCO PCO and/or the HQ ARMS Division can request the OIPT to convene for review and provide a command position (step 10). Note: Steps 7 and 8 should not exceed four work days.
- (9) <u>HQ ARMS Division</u>. Determines if the OIPT is needed to further review the proposal and address HQ Matrix Review SME comments. HQ ARMS Division will include nonconcurring SMEs as a participant in the OIPT meeting and/or applicable electronic discussions.
- (10) <u>OIPT</u>. Reviews the Matrix Review SME's reasoning for nonconcurrence of the proposal. Inform GOCO PCO and HQ ARMS Division of the command position. **Note:** Steps 9 & 10 should not exceed two work days.
- (11) <u>HQ ARMS Division</u>. Prepares all necessary documentation for the approval/disapproval. Note: Step 11 should not exceed one work day.
- (12) GOCO PCO. Signs and provides the disapproval/approval to HQ ARMS Division Note: Upon completion of this process, the item can be added to the Blanket Use Agreement for future proposals, if applicable and step 12 should not exceed one work day.
- (13) <u>HQ ARMS Division</u>. Receives the signed approval/disapproval from the GOCO PCO. Note: Step 13 should not exceed one work day.
- (14 & 15) <u>Facility Use Contractor and Plant Commander/ACO</u>. Receive signed approval/disapproval from the HQ ARMS Division.



Appendix B

AMSJM-SFS Revised: 14 Mar 2007

3rd Party Proposal Mandatory Safety Checklist
(A 'no' answer to any item in area 1a, 1b, 2, 3, 4 or 5 indicates additional information may be needed to better assess potential risk)

1. MATERIA	LS
YES NO N/A	
	a. Identical process materials have been safely handled in past projects (if yes, skip to item Ic)
	b. Similar process materials have been safely handled in past projects
	c. This proposal involves the use of hazardous materials (if no, skip to item 2, Process)
	(1). Hazardous materials include energetic materials (Ammunition, explosives, pyrotechnics)
	(2). Hazardous materials include radioactive sources
	(3). Other materials with significant hazards will include:
2. PROCESS	
YES NO N/A	
	a. The project will use an existing process, with no changes
	b. New processes, methods, or equipment will be used for this proposal
	c. JSA/Hazards analysis/ SOP have been updated (or will be prior to start).
	d. Process equipment will be decontaminated to at least the present level after this project (applies only when hazardous materials are involved)

3. ITEM CONFIGURATION

YES NO	N/A
	a. The item involved in this proposal has been processed in the past
	b. Items similar to this item have been processed in the past. (For new or similar items explain differences in significant characteristics (e.g., size, handling, material, sensitivities, etc.) from previously processed items.)
	c. JSA/Hazards analysis/ SOP have been updated (or will be prior to start).
4. PROJEC	CT SAFETY STANDARDS
YES NO 1	√/A
	a. Provisions of the Facility Use contract/agreement apply
	b. DoD 4145.26M applies
	c. DoD 6055.9 applies
	d. AR/DA Pam 385-64 applies
	e. Other safety standards apply (please specify):
- -	f. Government safety requirements are incorporated into any subcontracts
	g. The worksite is at least inhabited building distance (or fragmentation distance, if greater) from potential explosion sites. If No, explain.
- -	h. No other operations will run concurrently at the location. If No, explain:
	i. Storage of product/materials will be physically separate from DoD material. If No, explain.
	·

00	j. Non-essential personnel entering and exiting the proposed worksite are afforded public traffic route protection from potential explosion sites <u>or</u> the Commander has accepted the risk of exposures at lesser distances. If No, explain.
5. FACILIT	ΓΙΕS
YES NO N	// A
	a. Facilities being considered for use have never been contaminated with explosives or other hazardous material (or are $5X$).
000	b. Facilities have been decontaminated to $3X$ (surface clean) - (Restricted to similar hazardous material processes) .
	 Facilities are currently used for explosive operations and will continue in a similar use under this project.
a o	d. The proposed facilities have a DoD approved site plan for the type of operation and quantity of explosives (or one will be submitted and approved prior to start – estimated lead time is at least 120 days).
6. OTHER	
YES NO N	// A
	a. This proposal involves Research and Development work. (If yes, will require coordination with RDECOM for review)
	Additional comments or explanations:

NOTE: This checklist must company.	t be signed by an officer of the company able to bind the
	SIGNATURE
	PRINTED/TYPED NAME
	Title
	Date

$\begin{array}{c} \text{Appendix C} \\ \textbf{3}^{\text{rd}} \ \textbf{PARTY FACILITY USE MANDATORY CHECKLIST} \end{array}$

February 28, 2007

1. <u>LOCATION DESCRIPTION:</u>

Response:

2. <u>DESCRIPTION OF PROPOSED USE:</u>

Response:

3. <u>LIST OF BUILDINGS/STRUCTURES REQUIRED:</u>

Response:

4. <u>LIST OF EQUIPMENT REQUIRED:</u>

Response:

5. ESTIMATED PERIOD OF USE:

Response:

6. PROJECT EMPLOYMENT LEVEL:

Response:

7. <u>LIST/SUBMIT ALL AVAILABLE PRE- AND/OR POST CONTRACTUAL INSTRUMENTS</u>

(i.e. RFPs, purchase orders, contracts, etc.)

Response:

8. <u>IMPACTS ON VARIOUS ELEMENTS:</u>

Emergency Production Assignments:

Response:

Critical Skill Retention:

Response:

Government Projects:

Response:

Future MIIF/G&A and/or Production Costs:

Response:

Non-Tactical Vehicles:

Response:

Cultural Resources:

Response:

9. REQUESTED ARMS INCENTIVE:

Response:

10. ENVIRONMENTAL CRITERIA:

a. Is the activity/process DoD or Non-DoD related? Explain. (10 U.S.C. 2692)

Response:

b. Hazardous Waste Generation:

1. Will the activity/process require the use of hazardous materials (DoD or Non-DoD)? What type? Quantities? Projected storage? (40 CFR 260-272, 10 U.S.C. 2692) Response:

2. If Non-DoD use, in accordance with 10 U.S.C. 2692 (b-8) (Section 2843-Exception to the prohibition on the storage and disposal of non-defense toxic and hazardous materials), has approval been obtained from the Secretary of the Army? If approval from the Secretary of the Army has not been granted, an exception must be obtained for storage and disposal of non-defense toxic and hazardous materials on military installations. Will the materials brought onto the installation be consumed or incorporated into an approved process? (10 U.S.C. 2692)

Response:

3. Will the activity/process generate hazardous waste? If yes, what type/waste stream? Quantity? Specific EPA waste codes? What is the projected rate of generation per month? (40 CFR 262.34)

Response:

4. Will the projected rate of generation of hazardous waste cause or could it cause the storage of this waste to exceed the accumulation timeframe for on-site storage allowed by 40 CFR 262? Explain. (40 CFR 262.34)

Response:

Response:

- 5. What will the method be for proper disposal of hazardous waste? Explain in detail. Does the facility contractor contemplate using any of the permitted hazardous waste Treatment, Storage, Disposal Facilities (TSDF) owned by the Army? Explain in detail. If the hazardous waste is to be disposed of off-site, please provide the name of permitted TSDF and their EPA identification number(s). (40 CFR 262.12, 264)
- 6. Does the activity/process involve bringing hazardous waste on-site for use, treatment, storage, or disposal? Explain in detail. (40 CFR 264, 265) Response:
- 7. Will demilitarization by thermal treatment of ammunition be done on-site? Is the material related to DoD ammunition items? What type of material/hazardous waste will be brought on-site? Is the facility contractor willing to obtain the appropriate hazardous waste TSDF permit for their specific operation(s) if denied the use of Army-owned permitted TSDF facilities? What facilities will be used? What will be the duration of use? How will the ash/residue from the demilitarization process be handled/disposed of? Is a similar demilitarization operation currently being performed at your facility? (40 CFR 260-265, 1 0 U.S.C. 2692)

Response:

8. Are proposed activities/processes stipulated in the existing current RCRA permit? Explain. (40 CFR 264,265)

Response:

- 9. Will the proposed activities/processes require the use of the on-post sanitary landfill? How will the disposal of solid waste be handled and by whom? (40 CFR 258) Response:
- 10. The facilities use/coordination contractor may be contractually bound to reimburse the Government for fines and penalties paid by the Government due to violation(s) of environmental laws/regulations cause by your operations. Is the facilities use/coordination contractor willing to accept this liability?

Response:

c. Environmental Condition of Property (ECP):

1. Has an Environmental Condition of Property (ECP) been performed? What is the present condition of the facility/area under consideration for use? (AR 200-1, Appendix B, IOC Policy)

Response:

2. If an ECP is not performed, is the facility contractor and/or your subcontractors willing to be responsible for a portion of or all of the remediation costs associated with the identified areas?

Response:

d. Permits:

What type of Federal, State, or Local permits are required for the activity/process?
 (Clean Water Act (CWA), Clean Air Act (CAA), Resource Conservation Recovery Act (RCRA), etc.)

Response:

- Is the proposed activity/process currently identified under an approved/current operation permit? Explain in detail. (CWA, CAA, RCRA, etc.)Response:
- 3. Will the existing permit be used in the event the waste stream is in conjunction with permit restrictions? Explain. (CWA, CAA, RCRA, etc.)
 Response:
- 4. What are the expected air emissions from projected operations? Will a permit to operate a new stationary source be required? Will the projected activities contribute to an increase in the facility's overall VOC emissions? Explain. (42 U.S.C. 7401-7671) Response:
- 5. Is your facility located in a National Ambient Air Quality Standard (NAAQS) non-attainment area? How will you address the Clean Air Act Conformity Rule? (42 U.S.C. 7401-7671)

Response:

6. What are the expected wastewater effluents? Does the existing permit require modifications? Explain. (40 CFR 122.1)

Response:

7. Will the facility contractor be willing to obtain their own operating permit for identified operations and designate yourself as the "Operator" of the facility(ies)? Explain. (CWA, CAA, RCRA, etc.)

Response:

8. In the event a Notice of Violation (NOV) is issued to the Government as a result of the facility contractor's operations exceeding any/all permit limitations, will you reimburse the Government for any fines/fees incurred relating to the NOV(s)?

Response:

e. Ozone Depleting Materials:

Will the activity/process require the use of Class 1 Ozone Depleting Substances? Explain. (40 CFR 82)

Response:

g. National Environmental Policy Act:

1. Is the facility contractor willing to abide by the environmental documentation requirements as stipulated by NEPA in accordance with Army Regulation (AR) 200-2? (42 U.S.C. 4321)

Response:

2. Has the activity/process previously been conducted at the installation? Explain. (42 U.S.C. 4321)

Response:

- is there approved/NEPA documentation on-site that adequately discusses the proposed activity/process? Explain. (42 U.S.C. 4321)
 Response:
- 4. Will the activity/process require preparation of an Environmental Assessment (EA)? Environmental Impact Statement(EIS)? Is the projected use adequately covered by a Categorical Exclusion (CX) as identified in AR 200-2? Explain.

Response:

h. Environmental Program:

- 1. Will the facility contractor allow the ACO/COR staff and this Headquarters to review any/all aspects of the subcontractor's operations relating to environmental compliance? Response:
- Will the facility contractor be willing to abide by the requirements as stipulated under SARA Title III, Community Right-to-Know? (40 CFR 302,355,370)
 Response:
- 3. Will the facility contractor be willing to abide by the requirements as stipulated in Executive Order 12856, Emergency Planning & Community Right-to-Know Act of 1986; Laws and Pollution Prevention Requirements?

Response:

4. Will the proposed facility use utilize any current or proposed CERCLA sites/operations? Explain in detail. (40 CFR 355.20)
Response: